

**Lafayette County Human Services
Board Meeting Minutes
June 11, 2012**

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Janet West (Brandee Blaine and Leon Wolfe were excused)

LCHS staff present: Janet George, Kristine Brunkow, Shane Schuhmacher

Others present: Duane M. Jorgenson, Corporation Counsel

I. CALL TO ORDER

- A. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- B. Motion by Sherry Crist, second by Janet West to approve the agenda as posted; carried.
- C. Motion by Connie Hull, second by Sherry Crist to approve the minutes of the May 16, 2012 meeting as printed; carried.

II. PUBLIC COMMENTS

- A. No public comments were submitted.

III. FISCAL REPORT

- A. Janet George reported a couple of unusual payments for LCHS this month; there are two Alzheimer Grants totalling \$1000 and the second half of the Family Care contribution to DHS totalling \$150,799. The first half of the payment due June 30, 2012 was paid in February, 2012.

As Ms. George stated to the Board in April; the first half of the DHS Family Care contribution payment has been a bit of a sticky point for the auditors. Ms. George spoke with Carla Gogin today and Ms. Gogin stated Baker Tilly believes that the first half payment should be charged to 2011 as it pertains to business from July-December of 2011. Ms. Gogin stated Baker Tilly will contact Johnson & Block, the company that bought out Vig & Associates, to let them know that Baker Tilly will be restating the 2010 final figures to reflect the first half of the Family Care contribution made in June of 2011. As a result, the 2010 final figures will be correct and 2011 will more accurately reflect business pertaining to 2011. LCHS will still be under budget for 2011 and 2012 won't be affected since the half payment due June 30, 2013 will be \$27,214 less.

- B. Ms. George stated to date LCHS operations is over budget due to revenues being well under budget. When the audit adjustments are finalized, there will also be a swing in the total expenses to date, so the "paper" variance is not accurate. When the above items are factored,

LCHS is under budget for 2012. There have been several inpatient stays in the past few weeks; including two 3-party petitions that will have an impact on the budget, but it remains to be seen how large that will be.

- C. Aging had a fairly normal month. The only unusual payments were two months payment for Lafayette County Highway and repair bills to Kayser Ford and Virtue's for air conditioning for van #580. Kayser's bill was \$524.81 and Virtue's bill was \$1,271.90.

Aging has used a total of \$104,124 of the \$130,644 levy for 2012. Nearly \$32,000 of that levy has been for transportation costs. The 85.21 money should be received in July which will drop the amount of levy usage significantly.

IV. APPROVAL OF EXPENDITURES

- A. Motion by Janet West, second by Sherry Crist, to approve the LCHS vouchers as scheduled; carried.
- B. Motion by Gerald Heimann, second by Connie Hull, to approve the Aging Unit vouchers as scheduled; carried.

V. DISCUSSION AND POSSIBLE ACTION REGARDING HUMAN SERVICES' 2011 ANNUAL REPORT-Mr. Schuhmacher presented the rough draft of the 2011 Human Services Annual Report. He made mention of the changes to the IM Consortium and projected savings in diversions for the Behavioral Health Unit.

Motion by Connie Hull; second by Gerald Heimann to approve the 2011 Human Services Annual Report. Mr. Schuhmacher will present the final draft of the annual report to the County Board in the near future.

VI. POLICY AND PROCEDURES

- A. Discussion and Possible Action Regarding Childcare Certification Fee Policy & Procedure-Mr. Schuhmacher stated the fee was changed to \$60 per year per family to conduct background checks for individuals living in the household.

Motion by Sherry Crist; second by Janet West to approve the revised Childcare Certification Fee Policy & Procedure; carried.

- B. Discussion and Possible Action Regarding Representative Payee Policy & Procedure-Mr. Schuhmacher stated he is still waiting for a letter from Attorney Steve Elmer, Corporation Counsel, on this policy. The policy and procedure was tabled until the agency receives Mr. Elmer's letter of approval. Note: once the policy is approved; a copy of the policy is to be sent to Finance.
- C. Discussion and Possible Action Regarding Fee Charging Policy & Procedure-Mr. Schuhmacher stated he spoke with Danielle Meister, Probation & Parole regarding fees

charged for services received by individuals who are being monitored by Probation and Parole. Mr. Schuhmacher will revise the policy and bring back to the Board next month.

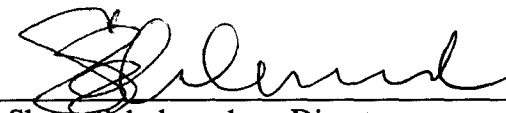
VII. OLD/NEW BUSINESS

- A. Mr. Schuhmacher reported Linda Bawden received a complaint from an individual regarding a social worker employed by Lafayette County Human Services. Mr. Schuhmacher sent this individual a complaint form and the proper guidelines will be followed.
- B. Employee Comp and Overtime Report- The total hours for comp time for the period of April 30, 2012 to May 27, 2012 for LCCHS was 41.63 hours and the total overtime hours was 10.00 hours.
- C. Program Updates
 - i. AODA Training Update-Mr. Schuhmacher stated the current AODA Counselor is in the process of applying for Substance Abuse Counselor in Training certification and LCCHS has not yet realized any costs for training. Preliminary estimations suggest that any cost will not go beyond the allocation afforded to each staff as the cost would be spread across time. Any exceptions to the maximum allowable cost would require approval by the Director and follow up report to the Human Services Board.
 - ii. Administration of W-2 – Mr. Schuhmacher explained that Wisconsin Works (W-2) is a welfare replacement program that provides a wide range of employment services and training to help individuals get and keep employment. Since the inception of Wisconsin Works, counties have had the option of whether to administer it themselves or allow W-2 to be managed in their area by a private entity. However, that may soon change because the Department of Children and Families (DCF) has put out a request for proposal to interested parties to administer the Wisconsin Works (W-2) and Related Programs. Mr. Schuhmacher handout some information from the news along with a memo.

VIII. ADJOURN

- A. The next meeting was set for **Monday, July 16, 2012** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- B. The meeting was adjourned by Chair David Hammer at 7:25 p.m.

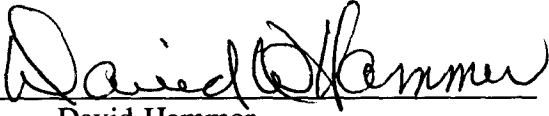
Reviewed by


Shane Schuhmacher, Director

7-16-12
Date

Brandee Blaine

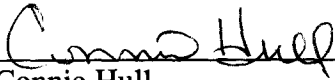
Sherry Crist



David Hammer



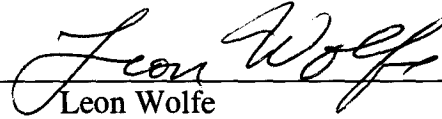
Gerald Heimann



Connie Hull

Jack Sauer

Janet West



Leon Wolfe